

SELF-SERVICE CENTER

INSTRUCTIONS FOR HOW TO FILL OUT VISITATION PAPERS FOR GRANDPARENTS

WHEN TO USE THIS FORM:

Use this form if you are natural or adoptive grandparent(s) or great grandparent(s) who want to get a court order for visitation.

When filling out any court forms, please type or print with black ink only!

FAMILY COURT COVER SHEET:

Print clearly or type in black ink only.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Information About the Petitioner: Write in your name, address, home telephone number, work telephone number, cell phone/pager number, date of birth, and e-mail address in the space provided. If your address and telephone numbers are protected, you do not need to fill in this information. However, you must let the Clerk of the Court know how to reach you. If a lawyer represents you, the Petitioner, you must also write in the lawyer's name and bar number.

Information about the other party, the Respondent: Write in the name of the Respondent. If you know the Respondent's address, home telephone number, work telephone number, cell phone/pager number, date of birth, and e-mail address, you must write in this information.

Minor Children Involved: List the names and dates of birth for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Location: If you are filing your documents in Phoenix, check the Downtown Phoenix box or the Northeast Phoenix box. If you are filing your documents in Mesa, check the Mesa box. If you are filing your documents in Surprise, check the Surprise box.

SUMMONS:

Fill in the following information where requested: Your name; street address (if not protected); city, state and ZIP; telephone number; ATLAS NUMBER; name of Petitioner (your name); and name of Respondent (the opposing party's name). There will be **an ATLAS number ONLY if one of the parents receive or have received AFDC or other public benefits for the children for whom you want to establish visitation.**

PETITION:

- A. In the top left corner of the first page, fill out the following: YOUR name; address (if not protected); city, state and ZIP code; telephone number.
- B. Fill in YOUR name in the space that says "Name of Petitioner." If more than one person is the grandparent who wants visitation, put both names here. Remember, you will be the PETITIONER through the whole case. In the space that says "Name of Respondent," fill in the name of the father, mother, and/or other legal guardian, who will be the RESPONDENT (S) for the rest of your case. Generally you name whoever has custody of the children because this is the person who will have to obey the visitation order.

The Clerk will enter the case number when you file.

WARNING: IF THE COURT HAS ALREADY MADE AN ORDER FOR DIVORCE OR CHILD CUSTODY OR PATERNITY IN MARICOPA COUNTY, DO NOT GET A NEW CASE NUMBER WHEN FILING YOUR CASE! USE THE EXISTING CASE NUMBER. IF YOU DO NOT KNOW THE EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT/PETITION.

1. **Information about you:** Fill in your name, address (if not protected) and date of birth. This is basic information about YOU, the PETITIONER, and your relationship to the children for whom you want the order.
2. **Information about the mother:** Fill in the information about the mother, including address and date of birth. This is basic information about the opposing party, the RESPONDENT.
3. **Information about the father:** Fill in the information about the father, including address and date of birth. This is basic information about the opposing party, the RESPONDENT.
4. **Information about the legal guardian (if any):** Fill in the information about any legal guardian for the children, including address and date of birth. This is basic information about the opposing party, the RESPONDENT.
5. **Information about the children:** Fill in information about all the children for whom you want this order. The same persons should be the custodial adult for all the children for whom you want this order. If the children have different adults who have custody, name all the adults with custody as respondents in the caption, and complete all the information about them in numbers 2, 3, and/or 4 above.
6. **Legal Reasons you should have visitation:** under the law, grandparents can only have visitation orders in certain cases. Read all the choices and decide which one applies to you. Then complete all the information about the choice you selected. If your situation does not fit one of the choices, do not file the Petition. You can ask a lawyer for help, to see if there is some other legal ground upon which you can ask for visitation.
7. **Relationship with Children:** explain here what our relationship with the children has been for the past 6 months, and why it is best for the children to have visitation with you.
8. **Your visitation plan:** Explain here specifically what visitation arrangements you think are best for the children.

Other information about the children: If you are aware of court cases about the children, you need to tell the court that. Attach a copy of the orders about custody, visitation, or child support to the petition, unless the orders are from the Superior Court in Maricopa County.

9. **More information about children:** Fill out where the children from this action have been living **for the past 5 years**; if any children are under age 5, simply put information since their birth. Write each child's name; the address where the child lived; what dates the child lived at each address; who the child lived with; and the relationship of that person to the child. While you may not remember exact dates when you moved from one location to another, fill this information out as completely as possible.

10. **Other cases about the children:** You must tell the Court if there are prior cases involving your minor child(ren) that don't involve custody or visitation, e.g. personal injury cases involving the child(ren). If there are no other cases, mark the first box and GO ON. If there is another case, mark the second box and give as much information as possible. This information could affect you or your children's rights in this case.

11. **Other custody, visitation, support cases about these children:** The Court **MUST** know if there have been other cases involving custody, visitation or child support of the children of this case. If there are no other custody or visitation cases, or you don't know of any, mark the second box and GO ON. If you have been involved in any way with this type of Court case, mark the first box and give the information where requested. Tell the Court what happened and what is going on now in the other case(s).

12. **Custody rights of others as to these children:** If you do not know of another person OTHER THAN THE OPPOSING PARTY who is claiming custody or visitation rights to any of the children, mark the first box and GO ON. If you do know of such a person, put the information here, including the child's name and the person who believes they have a custody or visitation claim.

13. **Proper location for this court case:** the grandparents, parents/custodian, or children must live in Maricopa County for this to be a proper county for you to pursue your court case.

REQUESTS MADE TO THE COURT FOR CUSTODY, VISITATION AND CHILD SUPPORT

This section of the Petition formally requests that the Court make Orders relating to grandparent visitation

1. VISITATION
2. OTHER ORDERS

OATH AND VERIFICATION OF PETITIONER:

Sign this form in front of a notary. By doing so you are telling the court that everything contained in the Petition for Grandparent Visitation is true.